



## THE GARDNER SCHOOL OF ARTS & SCIENCES CONSENT FOR BACKGROUND CHECK - VOLUNTEERS

**Prior to volunteering at The Gardner School of Arts & Sciences, you must consent to a preliminary background check by completing the following consent form. This requirement applies to all Field Trip drivers.**

Pursuant to Washington State Law (included below), The Gardner School ensures that all volunteers with regularly scheduled access to children have a record check through the Washington State Patrol (WSP). The Gardner School may also choose to inquire into the applicant's references and conviction record.

By signing this form, you give The Gardner School of Arts & Sciences permission to contact references and perform the necessary investigation to complete the review of your application as a volunteer or paid staff person. The Gardner School shall pay the costs associated with the record check authorized by this form.

It is the School's assumption that all persons offering themselves for volunteering are suitably qualified for work with children and adolescents. Persons who have been involved in any activity in which they abused or exploited children, youth and adults with developmental disabilities, will not be approved for volunteering. Any conviction of a crime against children, youth or adults with developmental disabilities shall disqualify any individual from volunteering.

The Gardner School reserves the right to turn away any persons for volunteer service. Results of screens shall be kept confidential.

### **Background checks by business, organization, or insurance company—Limitations—Civil liability.**

(1) A business or organization shall not make an inquiry to the Washington state patrol under RCW [43.43.832](#) or an equivalent inquiry to a federal law enforcement agency unless the business or organization has notified the applicant who may be offered a position as an employee or volunteer, that an inquiry may be made.

(2) A business or organization shall require each applicant to disclose to the business or organization whether the applicant:

(a) Has been convicted of a crime;

(b) Has had findings made against him or her in any civil adjudicative proceeding as defined in RCW [43.43.830](#);

or

(c) Has both a conviction under (a) of this subsection and findings made against him or her under (b) of this subsection.

(3) The business or organization shall pay such reasonable fee for the records check as the state patrol may require under RCW [43.43.838](#).

(4) The business or organization shall notify the applicant of the state patrol's response within ten days after receipt by the business or organization. The employer shall provide a copy of the response to the applicant and shall notify the applicant of such availability.

(5) The business or organization shall use this record only in making the initial employment or engagement decision. Further dissemination or use of the record is prohibited, except as provided in RCW [28A.320.155](#). A business or organization violating this subsection is subject to a civil action for damages.

(6) An insurance company shall not require a business or organization to request background information on any employee before issuing a policy of insurance.

(7) The business and organization shall be immune from civil liability for failure to request background information on an applicant unless the failure to do so constitutes gross negligence.

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I hereby give The Gardner School of Arts & Sciences permission to contact references and perform the necessary investigation to complete the review of my application to volunteer at The Gardner School.. I understand that the investigation may include fingerprinting for a record check through the Washington State Patrol (WSP) and Federal Bureau of Investigation (FBI) and may include, but not be limited to, inquiries into my references and conviction record.

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**Full Name First**

**Middle**

**Last**

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**Nicknames, former names, maiden names:**

**Gender**

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**Signature:**

**Birth Date:**

**Have you ever been convicted of a crime?**

**YES**

**NO**

**Do you have any pending convictions?**

**YES**

**NO**

If you answered YES to either or both questions, please explain below:

Within 10 days of completing the background check, we will notify you in case you would like a copy.